

**City of Bayfield
Parks & Recreation Committee DRAFT Minutes
November 3, 2022 @ 7:45 a.m. via Go to Meeting**

1. Call to Order: 7:45 by Kitchell
2. Roll Call:
 - Members present: Bingham, Dougherty, Fizell, Kitchell, Ray
 - Members Absent: none
 - Others Present: Mayor Ringberg, Tom Kovachevich, Grace Hogan, Kylie Vadnais
 - Recreation & Fitness Resources: Jacob Kaiser
 - Members of the Public: Bill Bailey, Gayle Chatfield, Paul Kaese, Kathleen Russell, Jenny and Vydunas Tumas.
3. **Motion to Approve Agenda:** Bingham/Ray;
 - Discussion: Dougherty asked that the P&R Committee members be afforded the opportunity to fully discuss the West Side Trail concept proposal on this agenda item before allowing public comment.
 - Assuming this adjustment, the **motion carried** (all ayes).
4. **Motion to Approve Minutes*** from 10/6/22 meeting and 10/11/22 special budget meeting.
 - Discussion: Dougherty requested two clarifications under the West Side Trail discussion: 1) Drop the reference to existing precedent for recreational use of alleys for snowmobile use; 2) Add clarification that the subcommittee is under Bayfield Area Trails.
 - Assuming the changes will be made, the **motion carried** (all ayes).
5. Public Input on Agenda Items:
 - Public input on West Side Trail Concept was deferred to during that agenda item.

Agenda

Permit Applications: None

Standard Update Reports:

1. Rec. Center Information Sharing (Jacob Kaiser): the Bayfield School Board has decided to transfer ownership of the Rec. Center to Recreation and Fitness Resources. More information on the details will follow.
2. Playground Subcommittee October Report
 - **Recent Progress on Action Items**
 - Working with Charmaine Swan from Northwest Wisconsin Lung Health Alliance on developing a Commercial Free Tobacco Ordinance recommendation
 - Utilized Applefest as a low-lift fundraising effort - raised ~\$300 from donors visiting our station on the sidewalk outside the St. James Place.
 - **Upcoming Actions**
 - Pursue recently identified grant opportunities
 - Tentatively planning for Nov. 12th for Cooper Hill equipment removal
 - Finalize plan for wood chips and fence repair at Cooper Hill
 - **Funds raised to date**
 - **\$46,727** raised to date. Goal for Cooper Hill is ~\$45k, and the goal for East Dock Park is ~\$150k.
3. Budget/Finance Report (CIPs, Dalrymple)
 - Dougherty reported that City Council approved including \$5,000 DIP for E. Dock/Cooper Hill in the 2023 budget. The public hearing on the 2023 budget will be on November 16th at 5:30
 - Fizell requested a full report of Dalrymple fees income at the December meeting.

4. Round-robin reports from adopters & Public Works Director:
- Big Ravine Preserve/Iron Bridge (Kitchell):
 - i. All 2022 projects complete. A few signs need to be purchased.
 - ii. Gil Larsen boardwalk replacement completed on 10/14 by Will Krift, volunteers, & assistance from two Coast Guard members.
 - Funded by 2021 general funds carryover and 2022 general funds = \$4,500 Total available
 - Project cost: \$1,950 in labor; lumberyard invoice is pending
 - iii. School trail: ongoing discussion with Joel Shilman at the school regarding addressing roof runoff and hillside stabilization associated with the school trail.
 - **Recommendation:** defer action until spring. Develop coordinated plan with cost estimate over the winter.
 - iv. Kitchell reviewed the Big Ravine budget status.
 - Unspent General Funds will be returned to the City's general account, in accordance with standard procedure.
 - **Motion to request carryover of unspent donations:** Fizell/Ray; **Motion carried (all ayes).**
 - v. Trail adopters have conducted fall monitoring and maintenance. Volunteers have been responsive
 - Cooper Hill Park (Fizell & Subcommittee): continues to get lots of use.
 - Dalrymple Campground (Ray): Kovachevich reported that it is closed for the season.
 - East Dock Park (Dougherty & Subcommittee): nothing new to report
 - Halvor Reiten Park (Bingham):
 - i. Dock L project completed and looks great: Luppino invoice came in under their quote.
 - Waterfront Walk (Jake's Park, Memorial Park Annex, Turning Point Fountain) (Fizell):
 - i. Kitchell is submitting final report and reimbursement invoice to Wisconsin Coastal Management Program.
 - Washington Ave. Beach (Kitchell): nothing new to report.

Other Parks/Trails Reports (if any):

1. Hillside Park (Baseball Field, School Garden) (under lease with school):
2. Soccer Field (City):
3. Fountain Park (BHA):
4. Korseberg Park (County):
5. Rain Gardens: Balance of unspent grant funds will be carried over for spring maintenance.
6. Bayfield Area Trails (Kitchell):
 - Hatchery to Ashwabay Trail (aka Pikes Creek Tributary Trail) completed on 10/30/22 by Trails Anonymous. 34 volunteers, donating 330+ hours of time.
 - Big Ravine Headwaters land purchase completed 10/14/22 (now in Town of Bayfield ownership). Signage and trails to follow.

Old Business:

1. Possible "West Side Trail": A concept paper was provided as reference in the meeting packet. Kitchell highlighted the key points, with other highlights added by Kathleen Russell from the BATs subcommittee. P&R Committee members first discussed the concept. Members of the public were welcome to comment afterwards.

P&R Committee Member Discussion:

- Diane Fizell: Need to consider liability; potential for trash; potential increasing demand for parking at trail access points and crowding along city streets; must respect private property – how do you make sure people stay on the trail.
- Skye Bingham: avid trail user; trails are a blessing for residents; must respect private property; love the idea of this trail, but the devil is in the details; uses the trails all of the time, almost every day – rarely sees trash, and has not observed disrespect for private property; not concerned about parking – has not observed parking issues at trail access locations in the City; the map and briefing paper don't provide a full picture – would love to walk the proposed route and see it firsthand; it would be ideal to be able to create a loop trail or series of loops.
- Keith Ray: values the existing trails; this concept is consistent with the overall vision of Bayfield Area Trails to develop interconnections among trails in and around Bayfield; important to respect private property – important to consider and assuage concerns; if problems arise, trail privileges can be taken away; it would be valuable to look more closely at the potential route to connect to the Brownstone Trail – using the platted streets/alleys behind homes on 11th St. is a potential concern.
- Ted Dougherty: is this a priority identified by the P&R Committee – the Committee needs to decide if it is a priority; this is procedurally confusing – why is this being considered by the Committee and how did it get to this point; it does not seem appropriate to designate Kitchell and Carrier as liaisons to the BATs subcommittee that has developed this concept; is there a signed MOU with BATs? Kitchell responded that there is a MOU signed by the Mayor (a copy was subsequently provided to Committee members); other City concerns relate to co-mingling of City and BATs funds; the Committee needs to see the full record related to this proposed concept – letters, public input, etc.; past Committee minutes show the need for trail easements for existing trails – if such can't be established, the trail should be rerouted; has the subcommittee addressed County I; basic questions: do we need this trail? What are the P&R Committee parameters – these should consider implications to alleys, streets, and privacy; this trail concept proposal is going way too fast – a broader range of alternatives should be considered.
- Mayor Ringberg: The City needs housing – housing development should be considered in relation to this concept; it is important to think thoroughly about this.
- Tom Kovachevich: need to talk to more people and do more detailed work; the cemetery's northern property line may be right along the edge of the woods, thereby making it infeasible to route the proposed trail through the woods; must consider potential impacts to residents – he has heard concerns from residents about people popping out on their land from the Big Ravine trails; what is the rationale for routing this along the alley between 11th & 12th St. vs. along 11th by the City water well building; need to more clearly identify and consider the houses along the possible route and alternative routes; need to look at the whole concept from the Brownstone to Martin Rd./Big Ravine rather than as 2 separate segments.

Public Comment/Discussion:

- Gayle Chatfield (accompanied by Bill Bailey): Gayle read the letter from herself and Bill, and asked that it be included in the meeting minutes; the P&R Committee 10/6 meeting minutes omitted 2 of the 3 reasons for deciding to not consider this proposed concept any further – these are listed in the letter; vegetative screening is a catch phrase that does not consider the site-specific circumstances – this should be designed for each situation; good design and good decisions must consider a full range of alternatives.

- Jenny Tumas & Vydunas Tumas: requested that their letter be included in the minutes; everyone should be informed and given an opportunity to provide input; other potentially affected landowners should be informed and engaged; need to consider the complete vision – it would be best to look at the entire concept from the Brownstone Trail to Martin Rd./Big Ravine; concerns about people crossing Manypenny Ave. which can be fairly busy with traffic; need more specifics – it is hard to provide more detailed input; need to explore and consider other possible alternatives; crossing and parking on Manypenny could be problematic.
- Grace Hogan: an avid trail user – walker and runner; loves the trails, especially the Brownstone; she is interested in the overall concept; concerned about the segment proposed near Eckels Pottery that could impact the privacy of her property; interested in the fuller picture – thinks it would be better to look at both segments, including alternative routes; new house building should be considered.
- Kathleen Russell: travel along Washington Ave. is an alternative to be considered; appreciate the thoughtful input from landowners; this concept has come from local residents who thought it would be better to come forward with a concept before getting too far along so that people could engage in the process earlier and not get the impression that this was developed with no consideration of landowner and public input; the subcommittee's intention was not to cause alarm, recognizing that this trail concept could not go forward without the private landowner willingness to consider the trail; the subcommittee is not trying to avoid the P&R Committee, rather, they are willing to work with the P&R Committee; for example, P&R could ask the subcommittee for alternatives along with further consideration of issues/questions raised here such as parking and future housing development needs; trail agreements or easements may be annual, temporary, or permanent.

Kitchell asked Committee members, the Mayor, and staff for follow-up input:

- Ted Dougherty: requested Kathleen for clarification about the Brownstone Trail easements situation. She explained the history and current situation. There are permanent easements for the trail where it crosses private property, including across the “Johnson” property directly south of Blue Wing Bay Rd.; the old railroad grade in this location is not the legal trail location.
- Tom Kovachevich: the public works committee should be informed and involved; need to consider potential implications to alleys and streets.
- Diane Fizell: it is important to keep signage to a minimum, considering all of the City's concerns about proliferation of signage. Kitchell response: need to think about how trails and this proposed concept would dovetail with the City's wayfinding plan.
- Keith Ray: appreciates the work of the subcommittee; further exploration of alternatives would be a good idea.
- Mayor Ringberg: It is a good time to evaluate this and the Outdoor Recreation Plan;

Chairperson Kitchell's summary and next steps:

- Kitchell thanked everyone for the important questions/input, excellent discussion and respectful dialog.
- The letters will be included in the meeting minutes.
- Key takeaways/points:
 - Determine if this should be a priority for the P&R Committee and why.
 - Clarify the role and relationship of the P&R Committee with the Bayfield Area Trails Committee.
 - Other City committee coordination: public works & planning, prior to City Council consideration.

- More alternatives need to be fully explored.
- Many comments that the entire proposal should be fleshed out, along with alternatives, rather than two separate segments.
- Moving forward should take into consideration the following points from this meeting:
 - location of City property on the north edge of the cemetery;
 - private property;
 - privacy of residents (sights and sounds);
 - safety, including pedestrian & vehicle conflict (e.g. on Manypenny);
 - need for future housing;
 - parking;
 - trash;
 - implications of using platted streets and alleys for a trail route;
 - signage;
 - securing legal easements
- Next Steps:
 - Include follow up on the P&R Committee agenda: Kitchell asked Dougherty to assist her with determining the approach for the next meeting agenda to make it as productive as possible. Dougherty asked that Kovachevich be consulted.
 - Communicate the notes from the P&R Committee meeting to the Bayfield Area Trails subcommittee as well as the Bayfield Area Trails Committee. They can determine their next steps.

Upcoming Meetings:

1. December meeting: Consider proposal from Playground Subcommittee regarding ordinance to designate City-owned properties/parks as Commercial Tobacco-free areas. Invited guest: Charmaine Swan from the American Lung Association.

Adjourn: **Motion to adjourn at 9:41 Fizell/Bingham; motion carried (all ayes)**

Attachments:

1. Revised meeting minutes: 10/6/22 (regular meeting)
2. West Side Trail working draft proposal
3. Public input letters received regarding West Side Trail concept
 - Gayle Chatfield and Bill Bailey
 - Jenny and Vyduanas Tumas